

DEPARTMENT OF GENERAL SERVICES
Records Management Division

SCHEDULE
NO. 1098

PAGE
NO. 1

RECORDS RETENTION AND DISPOSAL SCHEDULE

STATE UNIVERSITIES AND COLLEGES
FROSTBURG STATE COLLEGE

BIOLOGY

AGENCY

DIVISION

Item No.	Description	Retention
1.	<p><u>General Correspondence</u></p> <p>Subject arrangement of original incoming, copies of outgoing letters, memoranda, reports, meeting minutes, directives, studies, policies and other miscellaneous papers relative to this office.</p>	<p>Screen annually. Destroy material over three years old which has no further value. Materials which illustrate policy procedures and development of the department and college are to be transferred to the history file for permanent retention.</p>
2.	<p><u>Budget Reports and Purchasing Information</u></p> <p>These are budget reports received monthly from the Budget Office also copies of Purchase Orders and information on equipment.</p>	<p>Retain for three years; then destroy.</p>

Schedule Approved by Department,
Agency, or Division Representative

Schedule Authorized by
Hall of Records Commission

Director Of
Administrative
Services

1/8/87

Date

B. Betty Williams
Signature

Title

3/6/87
Date

Shaw
State Archivist

DEPARTMENT OF GENERAL SERVICES
Records Management Division

AGENCY RECORDS INVENTORY

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1098

1. Department
STATE UNIVERSITIES AND COLLEGES

2. Division
FROSTBURG STATE COLLEGE
3. Unit
Biology

4. Record Series and Title: (Def. A group of records filed as a unit, used as a unit, and which may be transferred or disposed of as a unit.)

Description: (Give a brief description of a typical folder; include content, purpose, and form name(s) and number(s).)

General Correspondence - Subject arrangement of original incoming, copies of outgoing letters, memoranda, reports, meeting minutes, directives, studies, policies and other miscellaneous papers relative to this office.

(Note: Use a separate inventory sheet for each Record Series)

5. Present Volume on Hand (No. of file drawers)
8.0

7. Audit Requirements

State ☐

Federal ☐

Independent ☐

Internal ☐

External ☐

6. Estimated Accumulation (Yearly)
.5

8. Estimated Activity per File Drawer: (Activity Guide- HIGH (used daily); MEDIUM (once/twice monthly); LOW (less than once monthly).)

Current Year ☒ H ☐ M ☐ L

After 1. Yr. ☐ H ☒ M ☐ L

After what year does activity become LOW 3 years

9. Could Record Series be stored in the State Records Center.

YES ☐

NO ☒

10. Recommended Retention: Screen annually. Destroy material over three years old which has no further value. Materials which illustrate policy procedures and development of the department and college are to be transferred to the history file for permanent retention.

When: _____

11. Inventory prepared by Pauline L. Bittinger
(Print Name)

Date: 1/8/87

Telephone Number: 689-4166

DEPARTMENT OF GENERAL SERVICES
Records Management Division

AGENCY RECORDS INVENTORY

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- | | |
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<u>6.5</u> | 7. Audit Requirements
State <input type="checkbox"/>
Federal <input type="checkbox"/> Internal <input type="checkbox"/>
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Current Year <input checked="" type="radio"/> H <input type="radio"/> M <input type="radio"/> L
After 1. Yr, H <input checked="" type="radio"/> M <input type="radio"/> L After what year does activity become LOW <u>3 years</u> |
| 9. Could Record Series be stored in the State Records Center.
YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> | 10. Recommended Retention: Retain for three years; then destroy. |
| When: _____ | |
| 11. Inventory prepared by <u>Pauline L. Bittinger</u>
(Print Name) | Date: <u>1/8/87</u> |
| Telephone Number: <u>689-4166</u> | |